

Registration Guidelines for Tontitown Language Center



AVAILABLE COURSES

Prior to deciding on a course, webinar or workshop, visit our website to read offerings. Click on the View Sample Syllabus classes. Webinars and workshops are posted individually with an abstract, outline of topic and learning objectives.

REGISTRATION

Students register online using a form that is submitted through a secure link. Official enrollment confirmation letter or email is sent with an Invoice. Fees are available in the link on Tuition Fees, and each Invoice lists various payment options.

TUITION FEES AND PAYMENT OPTIONS

The Fee Schedule lists prices for courses and range of prices for webinars, workshops and specialized classes. Payment options are listed on the Invoice that is sent upon completion of registration.

CLASS SCHEDULES

Students schedule their own time using a web-based scheduling system. Follow the instructions on the home page and select a time. It will send me a note you have booked and send you a confirmation email. It will also send a reminder email the day you are scheduled. It must be done at least 24 hours before you want to have the class. You can change your time slot if it is at least 24 hours in advance of the scheduled time. Contact us if you have trouble scheduling and we can manually schedule you.

LANGUAGE NEEDS ASSESSMENT

If you would like a recommendation on the level of course to take, we offer a free assessment. This assessment includes language proficiency and consultation about goals and achievement. Schedule a time through the Class Schedules link. The assessment takes about 30-45 minutes.

COURSE MATERIALS

Information about required textbooks and materials is given upon registration. The instructor will provide most of the materials, recommend how to purchase materials online, or put them in the Student Access file. Students will be given access to all instructor-made materials.

ORIENTATION

Students may request a 15-minute individual orientation upon request. Schedule through the Class Schedules link.

POLICIES

Read our Terms and Conditions for enrollment, especially the section on Cancellation/Refund Policy.

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